

Department of Agriculture, Trade and Consumer Protection

Landlord/Tenant

To Businesses:

We encourage consumers to use this form when they first contact you with a problem.
Please take this opportunity to promote your business by quickly working out this dispute.

1. How do we contact you?

Name: (Mr. Mrs. Miss Ms.) _____
(circle one) (first) (middle) (last)
Home Phone: () _____ Work Phone: () _____ ext. _____ Email: _____
Phone me between 8:00 A.M. and 4:00 P.M. at: (circle one) Home Work Best time: _____
Address: _____ PO Box: _____ Apt.# _____
City: _____ State: _____ Zip: _____ County: _____
Rental property address: _____ Apt. # _____ Apartment/Building Name: _____
Rental property city: _____ State _____ Zip: _____ County _____

2. What business is your complaint against?

Name of landlord or property manager: _____
Name of rental management company, if any: _____
Name of property owner, if known: _____
Address: _____ PO Box: _____ Apt.# _____
City: _____ State: _____ Zip: _____ County: _____
Name of person
Phone: () _____ you talked to: _____ Title: _____

Information about your complaint

3. Did you sign a written rental agreement or lease? (circle one) No Yes If yes, please attach a copy.
4. Date lease began: _____ Date lease ended: _____
5. Date you moved in: _____ Date you moved out: _____
6. Did you receive a check-in list? (circle one) No Yes If yes, please enclose a copy.
7. Were you informed of unsafe conditions before you agreed to rent? (circle one) No Yes
8. Has a building inspector ordered the landlord to make repairs? (circle one) No Yes Date: _____
What repairs? _____ Name of building inspector? _____
9. Did you notify the landlord you planned to move? (circle one) No Yes Date: _____
10. How did you notify the landlord you planned to move? (circle one) Written notice Phone In person
11. Amount of security deposit paid: \$ _____ Date security deposit paid: _____
12. Amount of security deposit returned to you? \$ _____ Amount withheld? \$ _____
13. Did you get a written statement from the landlord accounting for amounts withheld from the security deposit? No Yes
If yes, please include a copy. Date you received it: _____
14. Did the landlord and/or employees of the landlord enter your apartment without giving 12-hour notice? No Yes
If yes, date: _____

IMPORTANT: More questions on the back page (over)

16. Describe your complaint in detail. (Please include copies of any related papers; rental agreement, proof of payment, written statements, check-in/check-out lists, etc.) _____

The information you provide will be used in efforts to resolve your problem and may be shared with the party complained against. It may also be used to enforce applicable state laws. Under Wisconsin's Open Records Law, this complaint will be available for public review upon request, after this department's action is completed.

Your signature: _____ **Date:** _____

| NORTHWEST REGIONAL OFFICE | SOUTHEAST REGIONAL OFFICE | NORTHEAST REGIONAL OFFICE | SOUTHWEST REGIONAL OFFICE |
|---------------------------|---------------------------|-----------------------------|---------------------------|
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